

BY LAWS  
of the  
EL PASO COUNTY JUVENILE COMMUNITY REVIEW BOARD  
adopted (date)

ARTICLE I

NAME AND PRINCIPAL OFFICE

Section 1.           Name.

The name of the entity shall be the El Paso County Juvenile Community Review Board, hereinafter referred to as the "Board."

Section 2.           Principal Office.

The principal office of the Board shall be El Paso County Department of Justice Services, Community Corrections Division, 105 E. Vermijo, Suite 410, Colorado Springs, Colorado 80903.

ARTICLE II

PURPOSE

The purpose of the Board shall be as follows:

1. Carry out the intent and purposes of the Board of County Commissioners of El Paso County as memorialized in Resolution No. 87-268 General 72 dated September 17, 1987, which Resolution concerned the establishment of the Juvenile Community Review Board under the Criminal Justice Advisory Board's Community Corrections Committee in order to review community placements of juveniles under commitment to the Department of Human Services, Division of Youth Corrections (formerly the Department of Institutions) and Resolution 05-\_\_\_\_\_ dated \_\_\_\_\_ which Resolution concerned the adoption of By-laws and Policies and Procedures for the JCRB..
2. Act as a functional juvenile community review board pursuant to Colorado Revised Statutes 19-2-210 et seq.;
3. Encourage State and local government cooperation regarding adjudicated children who, while committed to the legal custody of the Department of Human Services Division of Youth Corrections, are deemed appropriate for residential community placement;
4. Provide for a system which protects public safety and furthers the best interest of the child;
5. Provide procedures for the implementation of State and local government cooperation;
6. Provide coordination among courts, the State Department of Human Services Division of Youth Corrections, Department of Public Safety and other criminal justice agencies, community services, business, labor, education, local government and other appropriate agencies in establishing and furthering the goals of local juvenile community corrections.

ARTICLE III

POWERS, RIGHTS AND DUTIES

Section 1.           Powers.

It is intended in accordance with the foregoing that the primary functions of the Board shall be governmental in character. All privileges, immunities, defenses, or other protections from liability which pertain to El Paso County boards, divisions, officers, employees or agents shall pertain to this Board, both as a Board and as individual members.

Section 2. Rights.

The Board may exercise on behalf of El Paso County the following rights:

1. Approve placement of children committed to the custody of the Department of Human Services Division of Youth Corrections to be placed into a residential community placement or a work/school release placement in the County; and
2. Receive notification of any placement of a child under the jurisdiction of the juvenile parole Board prior to, or at the time of, placement.
3. The opportunity to present written testimony and/or provide oral testimony with Parole Board approval, to the Juvenile Parole Board upon notification from the Parole Board that a juvenile is being considered for parole. The juvenile's name, place and time of the juvenile's hearing is provided by the District Attorney.

Section 3. Duties.

The duties of the Board shall include the following:

1. Establish procedures and criteria for reviewing and approving juvenile residential community placements in El Paso County;
2. Review the case file of the juvenile within fifteen days of the scheduled receipt of that file and make a decision regarding residential community placement, taking into consideration the results of the objective risk assessment by the Department of Human Services Division of Youth Corrections, the needs of the child and the criteria established by the juvenile community review board based on the interests of the community;
3. Withhold as confidential all names, addresses, and information regarding a juvenile reviewed by the Board and not disclose any information except to such board or its designees without express written permission of the juvenile and the legal custodian;
4. All juvenile offender records and similar records made or obtained by the Board shall be maintained in accordance with County procedures and policies. As to those records, the Board shall respect all rights of privacy of individuals as required by the laws and regulations related thereto and it shall obtain any necessary consent prior to disclosure of any information contained in such records; and
5. Additional duties of the Board shall include, but not be limited to, providing annual reports to the El Paso County Board of County Commissioners.

ARTICLE IV

FISCAL YEAR

Section 1. The fiscal year of the Board shall coincide with the calendar year.

ARTICLE V

BOARD MEMBERS

Section 1. Composition.

The Board shall have at least ten (10) regular members, including, but not be limited to: one representative from each of the following agencies:

1. County Department of Human Services
2. A local school district
3. A local law enforcement agency
4. Judicial District Probation Department
5. 4<sup>th</sup> Judicial District Attorney's Office
6. 4<sup>th</sup> Judicial District Public Defender
7. 4<sup>th</sup> Judicial District Bar Association
8. Division of Youth Corrections

and two private citizens.

Section 2. Selection.

Members and an alternate of the Board representing agencies 1. through 8. shall become so by virtue of their appointment by the Chief Executive Officer of the respective agency. Citizen members shall be appointed by the Board of County Commissioners of El Paso County. Citizen members will have no alternate. When vacancies occur notice shall be given to the member agency, or in the case of citizen members, to the Board of County Commissioners. Such notice shall be given within seven (7) days of its becoming known to the Board.

Section 3. Term.

The citizen volunteer Board members shall serve for terms of three (3) years. Members may serve for two (2) consecutive terms if re-appointed by the Board of County Commissioners of El Paso County. Members serve at the pleasure of the Board of County Commissioners and may be removed by the Board for cause or without cause.

As of April 2005, there are two citizen volunteer Board members whose terms expire August 26, 2005. Before August 26, 2005, these two volunteers may (re-)apply for second terms but shall be limited to one application for a two-year (2) term and one application for a three-year (3) term. If either or both of the citizen volunteer members choose not to re-apply, newly-appointed volunteers shall apply for the same 2 year and 3 year terms. By this method, both citizen volunteer Board members will not be leaving in the same year; their terms will be staggered for the benefit of the entire Board.

Section 4. Meeting Attendance.

A vacancy on the Board shall occur when any regular member shall fail to be present at three (3) consecutive meetings of the Board or at eight (8) regular meetings during the calendar year, unless such absence is formally excused by a majority of the voting members present. A member must contact the staff to the Board prior to the meeting in which they are requesting an excused absence. It shall be likewise for an alternate member on those occasions when that alternate is notified by a regular member of any impending absence at a meeting by the regular and the alternate does not attend.

Section 5. Procedures.

Agendas for regular meetings and minutes of the prior regular meeting will be prepared and distributed to the Board prior to each meeting ten (10) days prior to the next regular meeting.

Section 6. Compensation.

No Board member shall receive, or be lawfully entitled to receive, any pecuniary profit from the operations of the Board and in no event and under no circumstances shall any part of the assets of the Board, if any, whether principal, income or accumulations, be paid a salary or compensation to, or be distributed to, or inure to the benefit of, any of the Board members or their successors, or any person or his heirs or personal representatives who shall contribute any money or other property to the Board; provided, however, (a) that reasonable compensation may be paid to any agent or employee of the Board for services rendered in affecting one or more of the purposes of the Board, and (b) that any Board member may, from time to time, be reimbursed for his actual or reasonable expenses incurred in connection with the administration of the affairs of the Board.

ARTICLE VI

OFFICERS

Section 1. Number and Type.

Officers of the Board shall consist of a Chair and a Vice-Chair. All officers shall be taken from regular members.

Section 2. Term.

Officers shall serve for one year, though eligible to run for no more than two (2) consecutive terms.

Section 3. Selection.

Selection of officers shall be made by the Board at the regular meeting in December of each year where a simple majority of those voting shall elect the officers for the next calendar year.

Section 4. Vacancies.

Officer vacancies due to termination or resignation, shall be filled by a majority vote of the Board. The newly elected officer shall serve in that office only the remainder of the term, but shall be eligible to then run for a full term in said office.

Section 5. Duties.

Duties of the officers shall be as follows:

1. The Chair shall preside at all meetings of the Board, appoint chairs of all committees, serve as an ex-officio member of all committees, sign appropriate documents for DHS NYC, perform other duties designated by the Board, and serve as the official spokesperson for the Board.
2. The Vice-Chair shall perform such duties as the Chair and/or the Board may designate



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Clerk to the Board PRINT NAME

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SIGNATURE

SEAL